

[Date]

[Employee Name]

[Employee ID]

[Current Job Title]

**Subject: Notification of Promotion and Successful Completion of Probation**

Dear [Employee Name],

I am pleased to inform you that you have successfully completed your probationary period. Based on your exceptional performance and contributions during this time, we are delighted to offer you a formal promotion to the position of [New Job Title], effective [Effective Date].

With this promotion, your role will expand to include the following key responsibilities:

- [New Responsibility 1]
- [New Responsibility 2]
- [New Responsibility 3]

In recognition of your new role and expanded duties, your compensation will be adjusted as follows:

- **New Base Salary:** [Amount]
- **Bonus/Commission Structure:** [Details, if applicable]
- **Reporting Manager:** [Manager Name]

All other terms and conditions of your employment contract remain in effect. Please sign and return a copy of this letter to acknowledge your acceptance of these new terms.

Congratulations on this well-deserved advancement. We look forward to your continued success and impact on the team.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

**Acknowledgment:**

I, [Employee Name], accept the promotion and the terms outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_